

SECRET
CONFIDENTIAL MAR 1 1951

MEMORANDUM FOR: Personnel Director
 Director of Training

FROM : Chief of Procurement

SUBJECT : OPC Personnel Requirements

1. There are attached OPC requirements for supply and warehousing personnel.

2. Experience has shown that individuals in the field at the present time are completely lacking in knowledge of supply procedures. It is imperative that when personnel are transferred to field stations in supply activities they have a thorough knowledge of CIA Procurement Office procedures as well as knowledge of military warehousing, to include requisitioning, property accountability, and all other steps required in handling large amounts of supplies and equipment. This office will be able to handle groups of up to 15 people at a time for indoctrination in CIA procedures.

3. It is recommended that the Personnel Director ascertain the priorities of the persons required and that the Training Office determine the amount and type of instruction they should be given.

ANDREW E. VAN ESSO

Att

Copy to:

Management
Comptroller

*Go after O.P.C. again
 15 May 51*
*Mr. Board on 3 July 51 stated that he had no
 interest in this except in after advice when it
 is requested. He will not then supply personnel.*

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